



The Corporation of the Municipality of West Grey Job Posting

Position: Administrative Assistant, Development Services

Category: Permanent Full-time (35 hours/week)

Salary: \$27.53 – 32.21/hr

Applications are now being accepted for the permanent full-time position of Administrative Assistant, Development Services. To apply, please submit your resume and cover letter to hr@westgrey.com by noon, October 21, 2023

About the Municipality of West Grey

Located in Grey County, and serving a population of approximately 13,000, the Municipality of West Grey is a combination of rural, farm communities, friendly urban centres and quaint villages. With our quintessential 'small-town Ontario' vibe, our calming, yet breathtaking scenery and recreation for every season, West Grey is a truly welcoming place to call home.

About the Corporation of the Municipality of West Grey

This is your opportunity to join a dynamic staff team and see the impact of your work in everyday lives of our citizens. We operate three fire stations, manage two water systems, three landfill sites, three library branches, several community centres, arenas, halls and parks and maintain over 700 km of roads throughout our 876 sq.km geography. You will work with dedicated, professional staff, contribute to a collaborative, supportive corporate culture and meet some of the most amazing volunteers and community leaders anywhere.

Job Overview:

The Development Services Administrative Assistant is responsible for administrative support, customer service, records management, development team administration, and permit/application intake for the building and planning departments. This position is responsible for the intake of all Building Permit Applications and associated processing of these applications, including completion of zoning conformity review. The position provides support to the planning department and is responsible for the intake and circulation of all planning applications. This position is the primary point of contact for customer enquiries at the front counter or by e-mail and telephone for planning and building. The Development Services Administrative Assistant is responsible for filing permits, processing payments, records management using iCity, TOMRIMS and Cloudpermit and booking meetings and inspections.

Job Details:

- Assist clients with general enquiries including preliminary building, septic and planning information;
- Preliminary review of zoning by-law to ensure proposed development meets zoning regulations;
- Contacts clients for permit pick-up, advises clients of costs for permits and other applicable fees and reviews requirements for various inspections with client on receipt of permit;

- Responsible for building and planning files that form part of the roll file;
- Prepares compliance letters, work orders for review, and signature of CBO or planner;
- Receives inspection requests and schedules inspections.
- Process and record all applications in municipal software iCity and keep the system up to date using established processes for the building & planning departments.
- Customer service including front counter service, phone calls, and emails.

Our Ideal Candidate:

- Completion of post-secondary diploma or certificate in a relevant discipline
- Building Code Identification Number certifications with the Ministry Municipal Affairs and Housing would be an asset
- Any planning courses or work experience in planning would be an asset
- Working knowledge of legislative changes and updates for the fields of both planning and building
- Experience with the provision of basic planning reports, as required would be an asset
- One to two years of experience working in a municipal office
- Knowledge of the legislated requirements of the Planning Act and the associated timelines.
- Excellent written and computer skills
- Strong communication skills and ability to deal effectively with the public
- Experience with customer service
- Ability to work effectively as part of a team
- Ability to multi-task and set priorities to meet deadlines and legislated timelines

Physical Demands and Working Conditions

- Working conditions is a standard office location, and requires daily computer work and sitting for long periods of time
- Ability to handle irate customers on occasion
- Interruptions may occur; ability to refocus on core tasks required
- Satisfactory police and vulnerable persons check

Equal Opportunity Employer

The Corporation of the Municipality of West Grey is an equal opportunity employer committed to diversity and inclusion. We are pleased to consider all qualified applicants for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, Aboriginal/Native American status or any other legally-protected factors. Disability-related accommodations are available on request for candidates taking part in all aspects of the selection process.